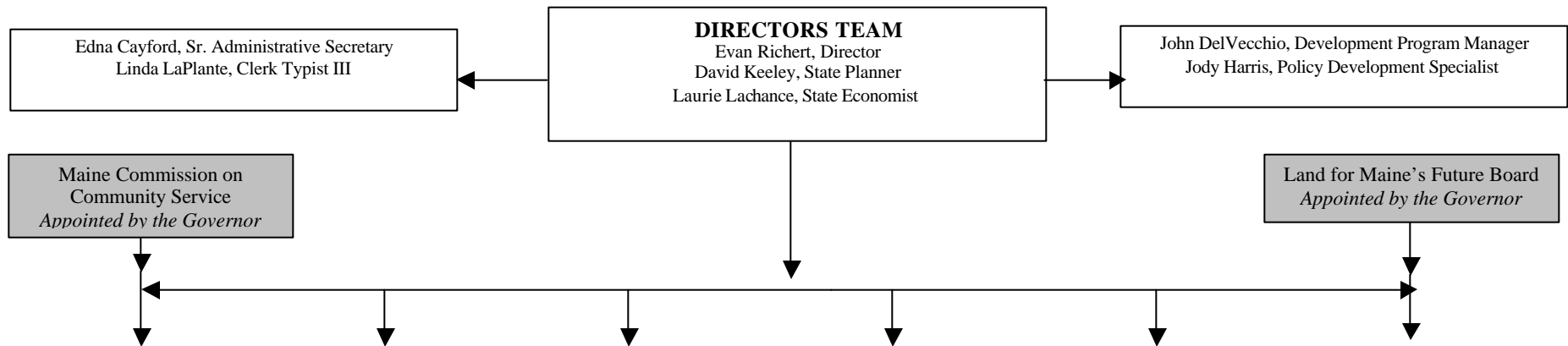


STATE PLANNING OFFICE - ORGANIZATIONAL CHART



Community Service	Community Assistance	Land Use Planning	Economics & Demographics	Management & Support	Natural Resources & Energy
<i>Strengthening Community Service</i> AmeriCorps National service programs Community service programs	<i>Working with Municipalities</i> CEO Certification & Training Program Floodplain Management Program Waste Management & Recycling Program	<i>Promoting Efficient Growth</i> Community Planning & Investment Program Municipal land use planning technical assistance	<i>Forecasting Our Economy</i> Revenue Forecasting Economic Forecasting Census Data Economic indicators and data Economic impact analyses	<i>Supporting Our Staff</i> Accounting Budgeting Information Systems Human Resources	<i>Balancing Conservation & Development</i> Land For Maine's Future Maine Coastal Program Land & Water Resources Co Natural resource & energy policy development
*Maryalice Crofton, Policy Development Specialist Anne Schink, Sr Planner Susan Spinell, Sr Planner Ginny Everett, Clk Typist III	CEO *Lana Clough, Sr Planner Bruce Hensler, Planner II Shelly Brann, Pl'ng & Res Assoc FPM *Lou Sidell, Sr Planner Bonnie Boulter, Planner II** Sue Baker, Pl'ng & Res Assoc WMR *George MacDonald, Development Program Manager Sam Morris, Sr Planner Hank Tyler, Sr Planner Shannon Haines, Planner II Tom Miragliuolo, Planner II vacant, Clk Typist III	*Beth DellaValle, Policy Development Specialist Judy Cooper East, Sr Planner Mary Ann Hayes, Sr Planner Will Johnston, Sr. Planner*** Matt Nazar, Sr Planner Harold Payson, Sr Planner Frank Hample, Planner II	*Galen Rose, Economist Richard Sherwood, Policy Dev Spec Joyce Benson, Sr Planner Eric VonMagnus, Sr Planner**	*Tony VanDenBossche, Dir, Administrative Services Ethelyn Christianson, Sr. Staff Accountant Bruce White, Business Manager Cathy Levesque, Staff Accountant Lisa Leahy, Agency Technology Officer	*Tim Glidden, Policy Development Specialist Steve Brook, Sr Planner R. Collin Therrien, Sr Planner Michael Montagna, Economist Paula Craighead, State Nuclear Safety Advisor Jim Connors, Policy Dev Spec Julie Hashem, Policy Dev Spec Betsy Elder, Sr Planner ** Aline Lachance, Clerk Steno III Donna Bradstreet, Secretary *Kathleen Leyden, Policy Development Specialist Todd Burrowes, Pol'y Dev Spec Liz Hertz, Sr Planner Josie Quintrell, Policy Dev Spec** Jackie Sartoris, Sr Planner** Theresa TorrentEllis, Sr Planner Dick Kelly, Planner II Todd Janeski, Planner II vacant, Planner II** vacant, Sr. Planner*** Lorraine Lessard, Secretary

* this person also serves as **Team Coordinator**

** Part-time

***limited period position

POSITION CLASSIFICATION LISTING

Maine State Planning Office As of September 25, 2001

JOB_CLASS_TITLE	FUND	ORG	HOURS	CODE	POSITION
CLERK TYPIST III	10	82	80		95101068
DEVELOPMENT PROGRAM MANAGER	10	82	80		95101111
DIR ADMIN SERVICES	10	82	80		95101014
DIR STATE PLANNING OFFICE	10	82	80		95100013
ECONOMIST	10	82	80		95100019
ECONOMIST	10	82	80		95101002
PLANNER II	10	82	80		95101112
POLICY DEVELOPMENT SPECIALIST	10	82	80		95100001
POLICY DEVELOPMENT SPECIALIST	10	82	80		95101015
POLICY DEVELOPMENT SPECIALIST	10	82	80		95101124
SECRETARY	10	82	80		95101069
SENIOR ADMIN SECRETARY	10	82	80		95100033
SENIOR PLANNER	10	82	80		95101003
SENIOR PLANNER	10	82	80		95101016
SENIOR PLANNER	10	82	48		95101057
SENIOR PLANNER	10	82	80		95101101
SENIOR PLANNER	10	82	80		95101104
SENIOR PLANNER	10	82	80		95101117
SENIOR PLANNER	10	42	80		95101144
STATE ECONOMIST	10	82	80		95101241
STATE PLANNER	10	82	80		95100020
BUSINESS MANAGER I	13	82	80		95100023
CLERK TYPIST III	13	82	80		95100030
CLERK TYPIST III	13	82	80		95100053
PLANNER II	13	82	80		95100007
PLANNER II	13	82	80		95101009
PLANNER II	13	82	80		95101056
PLANNER II	13	82	40		95101103
PLANNER II	13	82	50 T		95101105
PLANNER II	13	82	80		95101107
PLANNING & RESEARCH ASSOC I	13	82	80		95101102
POLICY DEVELOPMENT SPECIALIST	13	82	64 V		95100076
POLICY DEVELOPMENT SPECIALIST	13	82	48 T		95101019
POLICY DEVELOPMENT SPECIALIST	13	82	80		95101088
POLICY DEVELOPMENT SPECIALIST	13	82	80		95101093
SECRETARY	13	82	80		95100031
SENIOR PLANNER	13	82	80		95101035
SENIOR PLANNER	13	82	80		95101036
SENIOR PLANNER	13	82	40		95101083
SENIOR PLANNER	13	82	80		95101089

SENIOR PLANNER	13	82	80	95101090
SENIOR PLANNER	13	82	48	095101092A
SENIOR PLANNER	13	82	32	095101092B
SENIOR PLANNER	13	82	80	95101094
SENIOR PLANNER	13	82	80	95101110
SENIOR PLANNER	13	82	80	95101113
SENIOR PLANNER	13	82	80	95101115
SENIOR STAFF ACCOUNTANT	13	82	80	95100028
STAFF ACCOUNTANT	13	82	74	95100032
CLERK TYPIST III	14	82	80	95101098
DEVELOPMENT PROGRAM MANAGER	14	82	80	95101099
PLANNER II	14	82	80	95101097
PLANNER II	14	82	80	95101100
PLANNING & RESEARCH ASSOC I	14	82	80	95101109
POLICY DEVELOPMENT SPECIALIST	14	82	80	95101082
POLICY DEVELOPMENT SPECIALIST	14	82	80	95101131
SENIOR PLANNER	14	82	32	095101038A
SENIOR PLANNER	14	82	48	095101038B
SENIOR PLANNER	14	82	80	95101095
SENIOR PLANNER	14	82	80	95101096
STATE NUCLEAR SAFETY ADVISOR	14	82	80	95101059

State of Maine
07 - 105
Executive Department – State Planning Office
2000-2001 Regulatory Agenda
October 1, 2001

AGENCY UMBRELLA-UNIT NUMBER: 105

AGENCY NAME: State Planning Office

CONTACT PERSON: Beth Della Valle, 38 State House Station, Augusta, ME 04333, Tel: (207) 287-2851, email: beth.dellavalle@state.me.us

EMERGENCY RULES ADOPTED SINCE THE LAST REGULATORY AGENDA: None

EXPECTED 2001-2002 RULE-MAKING ACTIVITY:

CHAPTER 90: Definition of Service Center, Fast and Slow Growing Communities

STATUTORY AUTHORITY: 30-A M.R.S.A. § 4301 sub-§ 14-A

PURPOSE: These rules define the methodology used to define service center, fast and slow growing communities.

ANTICIPATED SCHEDULE: By March 4, 2002

AFFECTED PARTIES: Municipalities, State and Regional Agencies

CONSENSUS-BASED RULE DEVELOPMENT: not contemplated

CHAPTER 201, 202, 203, 205, 210

STATUTORY AUTHORITY: 30-A M.R.S.A. § 4301 sub-§§ 6B and 13-A

PURPOSE: These rules consolidate and amend those previously adopted and necessary to carry out the purposes of the subchapter of the Comprehensive Planning and Land Use Regulation Act.

ANTICIPATED SCHEDULE: By March 4, 2001

AFFECTED PARTIES: Municipalities, State and Regional Agencies

CONSENSUS-BASED RULE DEVELOPMENT: not contemplated

State of Maine

Rule Chapters for the Executive Department

07 105 State Planning Office

- Ch. 1 Kennebec River Resource Management Plan (12 MRSA § 407)
- Ch. 10 Grievance Procedures for the Handicapped
- Ch. 100 Affordable Housing Definition Rule (30-A MRSA §5002 sub-§2)
- Ch. 201 Procedural Rule for Submission and Review of Comprehensive Plans and Zoning Ordinances (5 MRSA § 13058-3)
- Ch. 202 Comprehensive Plan Review Criteria Rule (5 MRSA § 13058-3)
- Ch. 203 Subdivision Ordinance Review Criteria Rule (5 MRSA § 13058-3)
- Ch. 205 Procedural Rule for Submittal and Review of Municipal Growth Management Programs for a Certificate of Consistency (5 MRSA § 13058-3)
- Ch. 210 Zoning Ordinance Review Criteria Rule (5 MRSA § 13058-3)
- Ch. 300 Municipal Code Enforcement Officer Qualifications and Certification Standards Rule (5 MRSA § 4451-5)
- Ch. 450 Siting Criteria for Solid Waste Disposal Facilities (38 MRSA § 2153-1)
- Ch. 454 Municipal Reimbursement Procedures (38 MRSA § 2103-1(A))
- Ch. 475 Property Value Offset Program for Agency-Operated Solid Waste Disposal Facility (38 MRSA § 2175-A)

COMPLIANCE WITH STATE HEALTH & SAFETY LAWS

The Division of Financial and Personnel Services in the Department of Administrative & Financial Services acts as the administrative service center for SPO. They are responsible for many of our human resource functions. As such, they developed our EEO/AA Plan, administer our workers' compensation claims, and handle most of the administrative matters related to safety compliance.

Equal Employment Opportunity

The State Planning Office is firmly committed to the principles of equal employment opportunity. In filling vacancies SPO adheres to the following fundamental principles:

1. Provide for the ability to consider any or all qualified candidates for hire, promotion, or internal movement.
2. Ensure that hiring decisions are fair, objective, and based on the evaluation of the knowledge, skills, abilities, and other job-related characteristics required for successful job performance.
3. Support affirmative action goals established in agency affirmative action plans.
4. Consider the career development of the agency's employees and other state employees.
5. Ensure that hiring decisions are not based on nepotism, patronage, or political affiliation.
6. Ensure compliance with state and federal laws relating to employee selection and nondiscrimination.

SPO adopted an EEO/AA Plan on January 1, 2001 that is effective through December 31, 2003.

Affirmative Action Plan

Affirmative action refers to specific, results-oriented action by an employer to promote and achieve equal employment opportunity. Such action exceeds the parameters of a policy on nondiscrimination, because it is designed and utilized to eliminate the present effects of historic discrimination and stereotypical employment patterns. SPO requires a good faith effort to identify and remove artificial employment barriers and takes appropriate remedial action to ensure equal employment opportunity.

Analysis of SPO's utilization of minorities reveals underutilization in all workforce categories (Officials/Administrators, Professionals, Office/Clerical). SPO will continue the efforts to further diversify our workforce through expanded certification, monitoring, and education of supervisors in appropriate selection procedures and will contact minority recruitment sources in an attempt to increase the number of minority applicants. Advertisements placed by SPO will include the phrase "Minorities Encouraged to Apply."

In the category Officials/Administrators, SPO is underutilized by one woman. When a vacancy occurs in this category, we will continue to take special recruitment steps and monitor the selection

process regardless of whether recruitment is internal or open to the outside. All advertisement and bulletins will include the phrase “Women Encouraged to Apply.” The Professionals and Office/Clerical categories are not underutilized in women.

Sexual Harassment

SPO does not tolerate sexual harassment of any employee.

SPO briefed its non-supervisory employees on their rights under the state’s sexual harassment laws, including a new policy that took effect in 2000. New employees receive information about their rights through the State’s mandatory New Employee Orientation and receive a copy of the policy upon employment. SPO annually distributes the policy against sexual harassment to all employees and each signs an acknowledgment of its receipt.

SPO instructed its supervisors on their responsibility under the state’s sexual harassment laws, although they have not received training on the new policy. The State EEO Officer will conduct this training when resources are available. New managers learn of their responsibilities in the State’s mandatory Managing in State Government training for new supervisors.

American with Disabilities Act

The State Planning Office does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The State Planning Office is committed to providing reasonable accommodations to qualified applicants and employees with disabilities in accordance with state and federal laws.

As vacancies occur or as reasonable accommodations are requested, SPO reviews job descriptions to ensure the requirements reflect current functions actually performed on the job and that selection criteria are job-related. SPO briefs its staff biennially to assure consistent application of laws and policies governing employment of people with disabilities.

All three of the buildings that currently house SPO employees have wheelchair ramps for handicapped accessibility. Inside SPO, the buildings are not handicapped accessible. They have narrow passageways and inaccessible second and third stories.

A TTY-equipped phone is available in the Executive Department for citizens with hearing loss or deafness.

SPO is currently looking at necessary revisions to its web site to accommodate vision-impaired users.

Occupational Safety and Health Administration

The State Planning Office is committed to provide a safe and hazard-free work environment.

The State Board of Occupational Safety and Health requires each employer to furnish employees with a place of employment which is free from hazards that are likely to cause injuries, illnesses or

accidents. OSHA adopted the General Standards for Occupational Safety and Health as promulgated by the U.S. Department of Labor, Occupational Safety and Health Administration as Title 29 Code of Federal Regulations, Part 1910, revised as of July 1, 1999. Many of the health and safety laws discussed here result from this OSHA rule.

Air Quality - SPO complies with the air quality and ventilation standards as defined in Title 5, section 1742, for buildings occupied by state employees

Displaying Employee Rights – SPO displays workplace posters where workers can see them as required by federal and state law, including Minimum Wage, Whistler Blower’s Protection Act, Worker’s Compensation, Sexual Harassment, Video Display Terminal Law, Notice Relative to the Regulation of Employment (includes Child Labor), Equal Employment Opportunity is the Law, Employee Polygraph Protection Act, Family and Medical Leave Act, and Occupational Health & Safety Regulations. SPO also displays safety posters at the employee entrance to its buildings as a constant reminder of the need for safety in work and at home.

Emergency Evacuation - 29 CFR 1910.157 (a) of OSHA laws requires that an establishment with more than 10 employees has a written emergency action plan. SPO provides a copy of the plan to every employee as part of the SPO Employee Handbook at the time of employment.

Ergonomics - 26 MRSA § 251 requires training for VDT operators. Anyone spending more than four hours per day at a computer terminal is considered a VDT operator. Training is periodically provided to small groups of SPO staff and SPO reviews work stations and normal work practices to any employee upon request. SPO provides information about proper workstation set-up to all employees upon employment. SPO encourages periodic stretching to alleviate repetitive motion injuries.

Hazardous Situations Reporting – SPO encourages employees to report hazardous situations and has a formal hazardous situation reporting process.

Workplace Safety – The Maine Department of Labor periodically inspects SPO for hazards. In October 2001, SPO participated in DOL’s *Safety Works* program, a voluntary inspection program to identify workplace hazards. SPO is in the process of working the Bureau of General Services to address about 25 items ranging from labeling of electrical breaker panels to repairing stair rails to fixing emergency lighting.

One of the safety issues that concerns SPO the most is traffic safety. Housed in three different buildings separated by the four-lane State Street, employees cross back and forth regularly. While employees use the crosswalk, vehicles travel at high speeds and drivers are often not aware of the crosswalk. Cars have hit three SPO staff and there have been countless near misses. SPO has attempted several methods to solve this concern, including working with the City of Augusta to place a yellow cone in the crosswalk warning motorists of crossing pedestrians. SPO continues to warn staff about the potential dangers of the crosswalk and urge staff to use the crosswalk and, ideally, to walk one block to the intersection of State and Capitol streets where there is a traffic light to facilitate street crossings.

Workers' Compensation

SPO provides benefits for occupational injuries or disease suffered by an employee, regardless of fault, in compliance with state law.

Since its creation in 1968, SPO has had an excellent workers' compensation record. While workers' compensation claims are compiled only from 1985, during that time, SPO had only one lost-time injury. Annual experience has been limited to a few reported incidences.

SPO works to provide employees a safe environment and to control losses by keeping building and equipment in good condition, repairing or replacing them as necessary, and instructing employees on the proper use of equipment. It also reports injuries promptly to the insurance company, uses return-to-work programs, initiates special programs for employees where they can work in light duty or part-time job assignments until they are ready to return to full-time duty.

SPO distributes information on employee rights and reporting requirements for job-related injuries at the time of employment. Information is also posted on bulletin boards in employee areas.

Clean State Initiative

The 120th Legislature established the Clean State Initiative to ensure that all state agencies comply with state and federal environmental laws and to incorporate environmentally sustainable practices into its operations. In accordance with P.L. 2001, c. 333, the State Planning Office has designated a person (Tony VanDenBossche) to implement the activities required under this initiative. SPO will audit its facilities and develop a biennial plan that outlines its compliance efforts.

In addition:

- 38 MRSA § 2137 requires state agencies to appoint a recycling coordinator and to recycle, at a minimum, office paper and cardboard. George MacDonald is SPO's recycling coordinator. SPO recycles mixed office paper, newsprint, and cardboard. At its annual clean up in July 2001 alone, SPO recycled 5 tons of paper.
- SPO complies with energy conservation procedures as required on designated Conservation Days.

SPO's Health & Safety Committee

An 8-member Health & Safety Committee comprising SPO employees was formed in the fall of 1999 at the employees' initiative. It meets monthly to discuss safety concerns and develop programs that address identified needs. The Committee continuously challenges the rest of SPO to keep health and safety in mind. It produces a quarterly newsletter. They have also developed a hazardous situation reporting process, arranged for ergonomic and occupational safety inspections, and coordinated CPR training for interested SPO employees. In addition, they have created *Happy Trails*, maps of short walks around the Capitol Complex to promote staff health and enjoyment, and cookbook, soliciting recipes from SPO employees and remaking them into low-fat, healthy concoctions. In 2001, the Committee received the Governor's Health & Safety Award.